

# **HARLOW COUNCIL**

**LEAH MANNING CENTRE  
PARK LANE  
HARLOW, ESSEX  
CM20 2QJ**

## **FIRE RISK ASSESSMENT**

**July 2023  
Version 12**

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**Person With Fire Safety Responsibility**

**Overall Responsibility  
Neil Euesden – Interim Director of Housing  
Tel Number: 01279 446676**

**Fire Safety Coordination  
Viv Hales – Supported Housing Manager  
Tel Number: 01279 446317**

**Jackie Davies – Health & Safety Officer  
Tel Number: 01279 446499**

# **HARLOW COUNCIL**

## **FIRE RISK ASSESSMENT**

### **LEAH MANNING CENTRE**

#### **General Statement**

The Regulatory Reform (Fire Safety) Order 2005 places statutory duties on employers to implement procedures with regards fire safety at places of work.

In order to help ensure the safety of staff and to comply with current legislation, should a fire occur within the Leah Manning Centre, a well-documented fire risk assessment is essential.

It should include a general assessment of the main hazards and details of the control measures put in place to minimise risk in the event of a fire.

The appendices, attached to the fire assessment, provide additional information and advice on general evacuation procedures and duties undertaken by specific members of staff.

There is an Action Sheet within the Fire Safety document; this is in place for either immediate action, planned action or for active monitoring to take place.

Failure to comply with the Fire Risk Assessment will be considered a breach of Harlow Council's health and safety procedures and could result in disciplinary action being taken.

#### **Fire Prevention**

The Leah Manning Centre, has been separated into areas:

- Leah Manning Centre – staff offices – main lounge – dining area
- Kitchen (fully functioning)
- Supported Housing
- Manorcourt Homecare
- Age Concern

## **Leah Manning Centre**

The building is a single storey, rectangle in shape and mainly open plan. A corridor, leading off of the main reception area, has an office, laundry room/toilet and one other toilet, an electrical cupboard and freezer compressor cupboard. There are two garden/pond areas, which are accessible through lockable doors.

The Centre is generally open Monday – Friday, 8.30am – 5pm, to service users and Partners, however they may also access at weekends and Bank Holidays. The building opens from 8am daily and closes at 5.30pm following the cleaners. The Centre is occasionally open to members of the general public. Service users may have specialist needs, (mental health).

Users of the building include; Manorcourt Homecare, Age Concern, (twice weekly clubs held in the dining room, Thurs/Fri) and Supported Housing.

There are also occasions when the Centre will hold adhoc functions and events, which can accommodate up to 150 people at any one time.

The Manorcourt Homecare Group and Age Concern, are based at the Leah Manning Centre and are controlled and staffed by their own personnel. However, should there be a fire evacuation situation in action, the Duty Manager would oversee the evacuation process.

The building is non-smoking but there are provisions for people to smoke in a designated location.

Within the centre the main risks are: electricity, rubbish, heating systems/gas boiler, kitchen, flammable liquids and usage of electrical equipment.

There is regular movement of vehicles to the front of the building where visitors, staff, delivery vehicles, and users of the centre, are being transferred and dropped off by car, minibus and ambulance.

There are approved parking spaces for the minibuses/ambulances, but access to the centre doors should be kept free and accessible at all times.

## **Electricity**

Supported Housing and Leah Manning, including the kitchen areas, should produce an inventory of portable electrical equipment for periodic testing, organised through the Health & Safety Team. Supported Housing staff can carry out their own adhoc PAT testing of small items of electrical equipment.

The inventory is to include details of; item, make, model, serial number, location and a contact name and number. Arrangements will then be made to have the equipment tested periodically.

Computer equipment should also be included.

Any obvious faults with electrical equipment or systems, including lighting, should be reported to your Line Manager immediately.

The Manorcourt Homecare Group, and Age Concern, are responsible for carrying out their own PAT testing of electrical equipment, but should confirm, to the Duty Manager, that this has been carried out.

The use of extension leads etc. should be avoided whenever possible. The permanent use of extension leads, and adaptors would indicate the possible need for additional sockets.

The use of electric fans and fan heaters should be agreed with the Centre Manager.

### **Heating Systems**

The main building heating system is regularly serviced to ensure that it is safe and does not pose a fire risk.

Gas services are maintained by a Gas Safe registered contractor.

### **Flammable Liquids/Materials/Substances**

Flammable liquids are those used for normal office use e.g., correction liquid thinner, toners for printers and copiers. Very small quantities are used at any one time. A walk-in lockable cupboard within the Centre contains cleaning liquids and powders, dry goods and cloth materials/toilet rolls, which are stored safely.

### **Kitchen**

All equipment used in the kitchen is regularly cleaned, serviced and maintained, including the extractor hood. Electrical appliances are PAT tested periodically to ensure that they are in a safe working condition. A toaster, electric knives, kettles and radios should all be included.

All staff are trained in the use of all equipment for safe working procedures.

There is an emergency cut off that switches off all electrical appliances and the power source. A shutter automatically shuts when the fire alarm sounds.

All staff are trained how to use the steel boiler as there is a scalding risk. Steam oven and all equipment are used regularly.

Inspection/service sheets are logged and filed for reference.

### **Rubbish**

Every effort should be made to ensure that unwanted materials are disposed of as quickly as possible. There is a weekly general rubbish collection made.

Every effort should be made to ensure that unwanted materials are disposed of as quickly as possible. Confidential waste is collected by Civic Stewards and dealt with appropriately.

## **Fire Precautions**

In order to minimise the risk from any fire that may occur within the Leah Manning Centre and to ensure safe evacuation, the following control measures have been implemented.

### **a) Evacuation Routes**

Evacuation routes, including lobby areas must be kept free of all flammable materials and obstructions at all times.

All evacuation routes are signed. Evacuation routes will be checked at the time of the weekly fire alarm test.

### **b) Fire Exits**

Fire exits must be kept free of all obstructions, both inside and out, and be available for use at all times the building is in use. Pre-empt an alternative exit should your chosen/designated exit be compromised in any way in the event of an evacuation.

### **c) Fire Doors**

Fire doors are provided to help prevent the spread of smoke and fire, and ideally, should be kept closed at all times. The operation of these fire doors will be checked at the time of the weekly fire alarm test. However, due to the use of the building, electrical doorstops are in place, which are de-activated in the event of a fire.

### **d) Fire Extinguishers**

Fire extinguishers are positioned in all parts of the Centre. The type and number of extinguishers will be appropriate to the main fire risk.

Staff should familiarise themselves with the location and operation of fire extinguishers within their work areas, and the types of fire they are suitable for use on.

### **e) Emergency Lighting**

Emergency lighting has been installed along evacuation routes and will remain on should there be a power failure. Service and maintenance checks are carried out periodically and recorded.

### **f) Fire Alarm**

Leah Manning Centre is fitted with a fire alarm system including smoke and heat detectors.

Staff should familiarise themselves with the location of the operating or call points within their work areas.

Both fire alarm systems are tested weekly on a Tuesday. A different call point will be used to activate the alarm every time it is tested. This is documented and on the Centre file for reference.

#### **g) Fire Drills**

There will be a full evacuation drill of the Leah Manning Centre at least twice a year.

#### **h) Signs**

Appropriate fire safety signage should be displayed throughout the Centre.

#### **i) Vehicles**

During an evacuation, vehicles will not be permitted to drive into the Centre/car park, or to leave, unless a Senior Officer, the Duty Manager or the Fire Brigade, gives permission.

### **Evacuation**

The Duty Manager will have overall responsibility for evacuations including:

- When to commence an evacuation
- When people can return to the building
- When to involve the Police
- Any other steps appropriate to the circumstances

Sufficient and adequate processes are in place for location of staff on and off site for all users of the building.

### **People with Disabilities**

Service users with disabilities will have access to wheelchairs and frames, which can assist with their evacuation from the Centre.

Support staff on site will be aware of any service users with any specific requirements in the event of an evacuation situation.

Each section will need to assess the needs of any members of staff/service users and/or visitors who may require assistance, due to their vulnerability or mobility impairment, when there is a need to evacuate the building.

### **Training**

Fire Safety training is provided as part of Harlow Council's overall commitment to Health and Safety related training.

All staff based within the Leah Manning Centre will have access to relevant fire safety training/guidance. Manorcourt Homecare and Age Concern are responsible for their own fire safety management, procedures, and training within their individual areas.

All new users of the day centre facility will be informed of simple instructions as to what to do in the event of an evacuation; upon hearing a continuous alarm - follow/be supported by a member of staff wearing a hi-vis vest; go to the designated fire exit and assembly point to await further instruction. This message will be periodically reminded to all users.

## **Maintenance**

The fire alarm system, fire extinguishers are all subject to periodic inspection and maintenance from an outside contractor and recorded.

## **General**

Although every effort will be made to ensure that fire safety standards are maintained within the Leah Manning Centre, this can only be achieved with the cooperation of staff.

Deficiencies with any of the fire precautions e.g. evacuation routes etc. should be referred initially to the Centre Manager.

The Fire Risk Assessment, and appendices, will be reviewed on a periodic basis.

All tests, drills, inspections, and training will be recorded in the Leah Manning Centre fire logbook.

Health & Safety Team  
July 2023



## **HARLOW COUNCIL – LEAH MANNING CENTRE**

### **FIRE RISK ASSESSMENT – Appendix A**

#### **EVACUATION PROCEDURE [NORMAL WORKING HOURS]**

##### **GENERAL INFORMATION**

1. Whenever there is a continuous operation of the fire alarm the building must be evacuated. The only exception is when the alarm is tested weekly.
2. Use the evacuation route nearest to your location.
3. Each service/department should keep a list of staff that normally works in their location. On evacuation this must be taken to the assembly point in order that staff can be accounted for. Also the transport list for the day-care clients is taken for register purposes.
4. Any visitors to the Leah Manning Centre will be the responsibility of the person/service they are visiting.
5. Be aware of any staff or visitors who may require assistance during evacuation.
6. All staff must be made aware of who the Fire Marshals are for the area in which they work. The Fire Marshal will report to the Duty Manager on the status of the evacuation.
7. In the event of an evacuation all staff must go to the appropriate assembly point and report their presence. On no account is anyone permitted to stay inside the building, nor must anyone get into a vehicle and drive away.
8. All staff must remain at the assembly point until formal permission to leave or re-enter the Centre.
9. During an evacuation every effort should be made, if possible and safe to do so, to close doors and windows, and to turn off electrical equipment. However, due to the vulnerability of some of the clients using the building, priority must be given to their safe evacuation.
10. Please forward concerns or comments regarding any of the evacuation procedures to the Health & Safety Team or the Duty Manager.

Health & Safety Team  
July 2023

## **HARLOW COUNCIL – LEAH MANNING CENTRE**

### **FIRE RISK ASSESSMENT – Appendix B**

#### **EVACUATION PROCEDURE [NORMAL WORKING HOURS]**

##### **INSTRUCTIONS FOR STAFF**

##### **ON DISCOVERY OR SUSPICION OF A FIRE (REGARDLESS OF HOW SMALL)**

1. Raise the alarm by breaking the nearest call point.
2. Call the Fire Brigade. (See below for further details).
3. Warn people in the vicinity of the fire.
4. If safe to do so, try to extinguish the fire by using a suitable fire extinguisher.

##### **DO NOT TAKE PERSONAL RISKS**

##### **ON HEARING THE ALARM**

1. Treat every fire alarm operation as if it were a fire.
2. Give any assistance necessary to ensure that all staff evacuate safely.
3. If possible, close doors and windows to help prevent the fire spreading.
4. Walk to the nearest safe exit and proceed to the assembly point. Gather with your colleagues, section or team. Do not attempt to drive away from the Centre.
5. **Line Management** will ensure that the evacuation within their area has commenced and then report to the assembly point. Assistance given to the mobility and mentally impaired service users are priority.
6. **Fire Marshals** will supervise the evacuation from their designated areas before reporting to their Line Management and the Duty Manager on the status of the evacuation. The evacuated service users must be supervised at all times, due to their physical and mental impairments, to ensure personal safety.
7. The Duty Manager will ensure that the Fire Brigade has been called, instigate procedures for preventing re-entry into the building and take overall control of the evacuation.

**ASSEMBLY POINT – Side/Rear Railings of building – if required the more able users of the Centre can assemble on the top flat grass area**

**ADDITIONAL ASSEMBLY POINT – Access to side/rear of building – to lead around via front of building to assemble on the concrete/grass area**

1. Call the Fire Brigade immediately to every fire or on suspicion of a fire.
2. Lift the receiver and dial **112** or **9-999**.
3. When the operator answers ask for Fire and you will be connected to the Fire Brigade.
4. When the Fire Brigade operator answers give the location as:  
**Leah Manning Centre, Park Lane, Town Park, Harlow, CM20 2QJ**
5. Do not replace the receiver until the address has been correctly repeated back.

Health & Safety Team  
July 2023

## **HARLOW COUNCIL – LEAH MANNING CENTRE**

### **FIRE RISK ASSESSMENT – Appendix C**

#### **EVACUATION PROCEDURE [NORMAL WORKING HOURS]**

##### **INSTRUCTIONS FOR FIRE MARSHALS**

1. On hearing the alarm:
  - a) The door from the day centre to reception is push pad controlled, the duty person needs to ensure that the pad is unlocked to enable clear access for evacuation if required
  - b) Ensure that your area has been evacuated, checking all offices, toilets and work and communal areas.
  - c) Arrange for any necessary assistance to be given to staff or visitors experiencing difficulty.
2. On completion of the evacuation make your way to your designated assembly point.
3. Once at your designated assembly point, check any registers and inform of the status of the evacuation to the Duty Manager/ designated officer.
4. Ensure that any other relevant information given to you regarding the evacuation is translated through to the Duty Manager or designated officer.
5. Ensure that all staff remain at the assembly point.
6. Do not attempt to re-enter the Centre until instructed to do so by the Duty Manager/designated officer or Fire Brigade.
7. In relation to the Day Centre section of the building the following process should be followed:
  - Identified Fire Marshalls, (wearing a high vis vest), will assume their role in leading the evacuation assisting service users out of the building. This may entail use of wheelchairs, hoists, frames. Marshalls will be aware of their actions/locations and process to follow in an evacuation situation;
  - Collect and wear hi vis vest
  - Collection of service user and staff registers
  - Checking of all areas / rooms
  - Shutting of doors / windows if possible and safe to do so

Health & Safety Team  
July 2023

## **HARLOW COUNCIL – LEAH MANNING CENTRE**

### **FIRE RISK ASSESSMENT – Appendix D**

#### **EVACUATION PROCEDURE [NORMAL WORKING HOURS]**

##### **INSTRUCTIONS FOR DUTY MANAGER**

1. Ensure that the Fire Brigade has been called.
2. Ensure that the Centre Fire Marshals are undertaking their duties.
3. On arrival of the Fire Brigade inform them of the situation regarding evacuation and, if known, the location of the fire zone indicated on the fire alarm control panel.
4. Once the Fire Brigade has given the all clear, and after consulting with any available Senior Officers, staff can be allowed back into the building.

Health & Safety Team  
July 2023

## **HARLOW COUNCIL – LEAH MANNING CENTRE**

### **FIRE RISK ASSESSMENT – Appendix E**

#### **EVACUATION PROCEDURE [NORMAL WORKING HOURS]**

##### **CENTRE CONTACT DETAILS**

###### **Leah Manning Centre**

Viv Hales	Supported Housing Manager	446317
Donna Kiff	Care Coordinator	446121

Duty Manager will be allocated on the day, depending on what staff are working that day

###### **Supported Housing**

Viv Hales	Supported Housing Manager	446317
Tracy Quley	Supported Housing Team Leader	446345
Penny Price	Supported Housing Administrator	446356

###### **Manorcourt Homecare**

Gabriela Swann	Branch Manager	07848916702
Jo Sampson	Care Co-Ordinator	07425380778
Sandy Jason	Compliance Administrator	07592037446
Kelly Bradfield	Care Co-Ordinator	07722911758
Hannah Gritty	Field Care Supervisor	
Katherine Macflane	Field Care Supervisor	

###### **Age Concern**

Lisa Fowler	Chief Officer	07824776723
Ann-Marie Taylor	Group Supervisor	07956364468

Health & Safety Team  
July 2023

## HARLOW COUNCIL

### FIRE RISK ASSESSMENT SHARED SERVICES LEAH MANNING CENTRE

#### ACTION PLAN

Hazard & Potential Risk	Who Is At Risk	Action Required	By Who	Timescales & Review
<p><b>Signage</b></p> <p>Check signage to exit routes are clear and up to date</p> <p>Ensure adequate signage and new users of the building are aware of routes and assembly point - Action Notices to be visibly displayed</p> <p>Lack of signage and knowledge could lead to confusion in an evacuation situation</p> <p>Concern with the current assembly point location – access for the users and Fire Service – could delay action or compromise the safety of people assembling</p>	<p>Council employees</p> <p>Visiting Clients/Users of the building</p> <p>Key Holders / Police Other Agencies</p> <p>Utility Officers</p> <p>Maintenance Staff</p>	<p>External Contractor visits yearly to service and maintain the fire extinguishers on site – a review of current fire safety signage will be carried out on these visits in the building</p> <p>Appropriate action will be taken and necessary signage displayed as and if required</p> <p>Additional pathway built to side/rear of building – this will assist in evacuating service users around the front of the building to gather safely at the assembly point</p>	<p>Anglia Fire Contractor</p>	<p>Ongoing</p> <p>February 2022 onwards</p> <p>Completed Summer 2021</p>

Additional Information				
<p><b>Training</b></p> <p>New users of the building to be briefed on the duties of Fire Marshal – ensure hi-vis vests are available and staff aware of fire routes and access</p>	<p>Service &amp; Contracts Manager</p> <p>Duty Manager</p>	<p>Health &amp; Safety to ensure that staff are made aware of any training/guidance/toolbox talks to take place periodically</p> <p>Health &amp; Safety to provide guidance notes on the role of a Fire Marshal as given to the Marshals in the Civic Centre</p>	<p>Health &amp; Safety / Human Resources</p>	<p>Guidance notes sent</p> <p>Fire Safety Awareness Tool Box Talk</p> <p>July 2022 Ongoing</p>